



DEPARTMENT OF THE NAVY

COMMANDER, CARRIER AIR WING RESERVE 20
NAVAL AIR STATION ATLANTA
MARIETTA, GA 30060-5099

COMCVWR-20INST 1650.4C

NOOC:sas

02 JUN 1999

COMCARAIRWINGRES TWO ZERO INSTRUCTION 1650.4C

Subj: CAPTAIN DAVID L. BOURLAND PERSONAL EXCELLENCE AWARD

Encl: (1) Personal Excellence Award Data Sheet

1. Purpose. To provide guidelines and procedures for the selection of an enlisted (FTS/SELRES) individual to receive the Captain David L. Bourland Personal Excellence Award.
2. Cancellation. COMCVWR-20INST 1650.4B
3. Objective. To recognize, inspire, and motivate enlisted personnel from all CVWR-20 squadrons toward greater personal and professional excellence, achievement, and individual development.
4. Background. This award was established by VF-301 in the name of former Commanding Officer Dave Bourland for the purpose of recognizing his drive for personal excellence throughout his professional career and private life. Captain Bourland consistently demonstrated an extremely high level of personal excellence and constantly challenged shipmates to greater achievement and development. It is within this framework that this award is dedicated.
5. Eligibility. All active and reserve, enlisted personnel assigned to CVWR-20 are eligible for this award. Candidates considered will normally be assigned to their respective squadron for a minimum of one year. The time period for this annual award will be from 01 January through 31 December.
6. Action. Commanding Officers are requested to submit their individual nomination to CVWR-20, using the following guidelines:
 - a. Submit one nominee to CVWR-20 by 01 February.
 - b. Individuals nominated must have demonstrated one or more of the following:
 - (1) Individual act(s) above and beyond normal expectations of duty.
 - (2) Sustained personal excellence; both professional and civilian careers may be considered.

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(3) Exceptional professional achievement and development.

(4) Extraordinary commitment to the squadron's mission.

(5) Devoted personal concern for the squadron's welfare.

c. Each nominee may have up to three individuals, of any rank or rate, submit a written recommendation to CVWR-20 as a part of their nomination package.

d. CVWR-20 will select the awardee by 1 March. The awardee's name will then be forwarded to CNARF (N3).

e. CNARF will coordinate with The Naval Air Museum Foundation for award presentation.

f. The Captain David L. Bourland Personal Excellence Award will normally be presented by the Commander, Naval Air Reserve Force, annually in May, during the Naval Aviation Symposium Luncheon at the Naval Aviation Museum Foundation, NAS Pensacola, FL. Attendance by a FTS awardee will be funded by the awardee's command and attendance by a SELRES awardee will be funded by CNARF via ADT orders.

g. Complete enclosure (1) and submit to CVWR-20 as part of the nomination package.

7. Recognition. The candidate selected to receive the Captain David L. Bourland Personal Excellence Award will be recognized with the following:

a. A \$500.00 cash award

b. An engraved plaque

c. Awardee's name on the permanent David L. Bourland Personal Excellence Award plaque.

d. Any other considerations, as specified and sponsored by the awardee's squadron.



C. F. WEIDEMAN

Distribution: (COMCVWR-20INST 5216.1K)
List I(H) Case A

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Captain David L. Bourland Personal Excellence Award Data Sheet

Candidates Name: _____

Rank/Rate: _____

Years Active Duty: _____ Years Inactive Duty: _____

Months in Current Command: _____

Current Assignment: _____

Individual(s) assigned to make a presentation on behalf of the candidate:

1. _____

2. _____

3. _____

4. _____

Enclosure (1)